
Worksheet C

Sample Detailed Step Workplan

CEM Program: Hazard Awareness Program

Subtopic: *Establish a hazard awareness program.*

Action Steps:

1. *Based on the hazard analysis, determine how many hazard threats are not being addressed by any safety education or awareness programs in the facility.*
2. *Determine where the greatest needs lie in the facility in terms of the potential hazards and given the resources you have to work with, establish what measures will accomplish the most good in a given period of time (i.e. during the first year).*
3. *Define your target audiences (key staff, visitors, patients, etc.) and define what it is that you would like them to know.*
4. *Establish the specific media by which you intend to reach your target audience (i.e. broadcast, film, video, pamphlet, seminar, poster, etc., or a combination of all the above)*
5. *Research and establish a file of resource materials for educational purposes that is available free of charge and begin to put it to use in a coordinated effort. Make a list of potential resources (Human) that can contribute to an awareness program in your area. (i.e., schoolteachers, college or university students and staff, volunteer and professional trainers, etc.) Also locations where information would be readily viewed, read, or noticed in general public areas.*
6. *Develop public awareness brochure on personal/family preparedness activities. (See Example)*

Estimate of Staff Time: 4-5 staff days.

Barriers:

1. *Unfinished or incomplete Hazard/Vulnerability Analysis*
2. *Lack of coordination for education within the facility.*

Incentives:

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1. *A more responsive and emergency-oriented health care facility staff.*
 2. *More support for other emergency management programs by the management and staff in general.*

Budget Issues: *Time, film rental or purchase, brochure or pamphlet printing, poster material, etc.*

Who Should Do It? *Developed by the EPC, carried on by any volunteer individual, committee or organized group.*

Maintenance Tasks: *Establishment of new areas of emphasis, varied media or approaches and recruitment of additional personnel or volunteers.*

Worksheet C

Sample Detailed Step Workplan

CEM Program: Hazard Mitigation Program

Subtopic: *Establish a hazard mitigation program:*

Action Steps:

1. *Based on your hazard analysis, determine how many hazard threats are not being addressed by any current safety education or facility maintenance programs.*
2. *Brainstorm a list of mitigation strategies for each hazard. Research mitigation activities, develop your strategies.*
3. *Discuss the mitigation program with the EP Committee, request comment and information on individual Service contributions to specific hazards or the overall program.*
4. *Continue to keep mitigation on the facility's agenda (preventing potential emergencies) as opportunities arise (new construction, systems, etc.)*

Estimate of Staff Time: *On-going*

Barriers:

1. *Lack of awareness of structural mitigation measures.*
2. *Extreme expense of retrofitting.*

Incentives:

1. *Simple, inexpensive mitigation activities can save lives!*

Budget Issues:

1. *Staff time, research, input to facility design/maintenance engineering.*

Who Should Do It? *The EPC, EP Committee, Engineering Service.*

Maintenance Tasks: *Periodic audit of progress, refining objectives.*
